

CITY COUNCIL

Committee of the Whole

Monday, September 24, 2012

Council Office

5:00 pm

Agenda

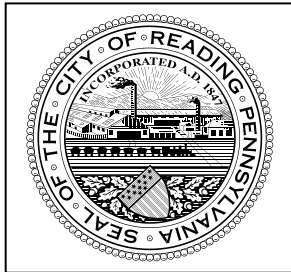
Although Council committee meetings are open to the public, public comment is not permitted at Council Committee of the Whole meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the President of Council.

All electronic recording devices must be located behind the podium area in Council Chambers and located at the entry door in all other meeting rooms and offices, as per Bill No.27-2012

I. Review of 2011 External Audit - Herbein & Co

II. Other Matters

III. Agenda Review



COMMITTEE of the WHOLE

CITY COUNCIL

MINUTES
September 10, 2012
5:00 P.M.

COUNCIL MEMBERS PRESENT:

J. Waltman, D. Sterner, R. Corcoran, M. Goodman-Hinnershitz, F. Acosta, S. Marmarou

OTHERS PRESENT:

L. Kelleher, S. Katzenmoyer, C. Younger, C. Snyder, M. Bembenick, L. Murin, A. Shuman, V. Spencer, C. Jones, F. Denbowski, R. Johnson, J. Miravich

The Committee of the Whole meeting was called to order at 5:03 pm by Council President Acosta.

I. Wyndham Hotel

Council entered executive session at 5:03 pm to discuss a sale or lease agreement. Council exited executive session at 5:38 pm

Mr. Shuman left the meeting at this time.

II. Recycling Truck & Program Update

Mr. Denbowski provided a report outlining the different types of recycling trucks and their advantages and disadvantages. He stated that the recommendation is for the split rear load truck.

Mr. Marmarou questioned the maintenance on this type of truck. Mr. Denbowski stated that this type of truck requires the least amount of maintenance.

Ms. Goodman-Hinnershitz questioned the timeline for the City to receive their trucks once the order is placed. Mr. Denbowski stated that the trucks would be received at the end of January 2013. He explained that the trucks are built to order and not pre-manufactured.

Mr. Marmarou questioned where the trucks were manufactured. Mr. Denbowski stated part of the truck is Heil and part is Mack. He stated that Heil is located in Chester and Mack is located in Allentown. He stated that this bid would be part of the state bid and would not have to be sent out separately. He noted that Council approval of the financing of the purchase of the trucks is necessary as each has a cost of approximately \$250,000 and four trucks are needed.

Mr. Waltman questioned if the purchase of the trucks would affect the pro forma of insourcing this function. Mr. Murin stated that this is the type of truck which was originally recommended for purchase. He stated that these results will not affect the pro forma.

Mr. Waltman questioned if this was the original type of truck that was chosen for the program. Mr. Denbowski stated that it is.

Mr. Corcoran questioned the number of trucks needed. Mr. Denbowski stated that four trucks are needed as there are four daily routes.

Mr. Denbowski left the meeting at this time.

III. Executive Session – Inter-municipal Agreements

Council entered executive session at 5:55 pm to discuss inter-municipal agreement negotiations. Council exited executive session at 6:37 pm.

IV. Agenda Review

Council reviewed this evening's agenda.

The Committee of the Whole meeting adjourned at 6:40 pm.

*Respectfully Submitted by
Linda A. Kelleher, CMC, City Clerk*

SUMMARY OF FINDINGS FROM 2011 EXTERNAL AUDIT

Modified Accrual	2011	2010	2009	2008	2007	2005
Cash Disbursements - Segregation of Duties	2011	2010	2009	2008	2007	2005
Pension Reporting	2011	2010	2009	2008	2007	2006
Pension Compliance	2011	2010	2009	2008	2007	2006
Account Reconciliations	2011	2010	2009	2008	2007	2006
Real Estate Tax Revenue	2011	2010	2009	2008	2007	2005
Time Card Approval	2011	2010	2009	2008	2007	2005
Purchasing Card Procedures	2011	2010	2009	2008	2007	2005
Billing - Revenue/Accounts Receivable water/sewer	2011	2010	2009	2008	2007	2005
Micro Loan Program Approval	2011	2010	2009	2008	2007	2005
Monitoring - State Grants	2011	2010	2009	2008	2007	2005
Preparation of SEFA	2011	2010	2009	2008	2007	2005
Grant Receipts	2011	2010	2009	2008	2007	2005
Federal Grants ie cash disburse. & acct recon	2011	2010	2009	2008	2007	2005
Federal Grants ie purchasing cards	2011	2010	2009	2008	2007	2005
Financial Reporting to Management	2011	2010	2009	2008	2007	2005
Compensated Absence Liability	2011	2010	2009	2008	2007	2005
Inadequate Documentation - CDBG Admin	2011	2010	2009	2008	2007	2005
Quarterly performance reports not filed timely - NSP2	2011	2010	2009	2008	2007	2005
Unclaimed Property	2011	2010	2009	2008	2007	2005
Segregation of Duties Bank Reconciliations	2011	2010	2009	2008	2007	2005
DCED Reporting Requirements	2011	2010	2009	2008	2007	2005
Information Technology	2011	2010	2009	2008	2007	2005

CITY OF READING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

Section II - Financial Statement Findings

11-1 MODIFIED ACCRUAL/FULL ACCRUAL BASIS OF ACCOUNTING

Criteria

Reporting in accordance with generally accepted accounting principles requires financial information for governmental funds to be reported on the modified accrual basis of accounting and for proprietary funds to be reported on the full accrual basis of accounting.

Condition/Cause

The Accounting Department records accounts payable throughout the fiscal year, but accounts receivable are only reconciled at year-end. In addition, significant adjustments are posted at year-end to bring numerous other accounts into compliance with U.S. generally accepted accounting principles including the receivable accounts.

Effect

Revenues are not being recognized consistently with expenditures and material adjustments are necessary at year-end resulting in inconsistent reporting.

Recommendation

All accounts should be reconciled on a timely basis to the general ledger consistent with reporting as required by U.S. generally accepted accounting principles. Policies and procedures should be adopted setting up deadlines for reconciliation of material balance sheet accounts and review and oversight responsibilities.

Benefit

Matching revenues to expenditures and reconciling balance sheet accounts for all funds on a monthly basis provides for more consistent reporting to provide a more accurate assessment of financial needs.

Management Response

See corrective action plan included in this report package.

11-2 CASH DISBURSEMENTS - SEGREGATION OF DUTIES

Criteria

The process for the City to disburse funds includes an accounts payable request form that is required to be approved by the initiating department and the finance department. The managing director also approves the voucher if a specific dollar threshold is met.

CITY OF READING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

11-2 CASH DISBURSEMENTS - SEGREGATION OF DUTIES - CONTINUED

Condition/Cause

The disbursement process for authorizations is no longer being followed due to turnover in management positions and the need to timely disburse funds. The assistant to the finance director has been given the responsibility to sign on behalf of numerous individuals, thus eliminating critical steps in the control process.

Effect

The City no longer has an appropriate segregation of duties over cash disbursements. In addition, there is no documented evidence that management has reviewed numerous disbursements which allows for the City to be more susceptible to misappropriation of assets.

Recommendation

We recommend that the policies and procedures be reviewed and streamlined to allow for the proper approval of purchases and related invoices as well as their timely payment. The City has an electronic purchase order process which allows for more timely approval and payment of expenditures. Although better use of the purchase order process was noted in the current year, payment timeliness while having the proper authorizations would continue to improve with additional use of the electronic purchase order process. Policies and procedures established need to be communicated and enforced once defined.

Benefit

The City will enhance its controls over disbursements while improving the timeliness of its payments to vendors.

Management Response

See corrective action plan included in this report package.

11-3 PENSION REPORTING

Criteria

The City reports annual wages related to their active pension plans on Form AG-385 and submits the form to the state. The form is used to assist in the calculation of annual pension subsidy the City will be receiving from the state.

Condition/Cause

There has been turnover in the pension administrator position as well as within the finance department. This turnover has not allowed any individual to gain comfort with the requirements of the Form AG-385 plus there is no supervision or review of the reporting process.

CITY OF READING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

11-3 PENSION REPORTING - CONTINUED

Effect

During our procedures, we noted one payroll run for police in which longevity pay was not properly paid within the paychecks. To correct the problem, additional checks were cut to these individuals for the corrected amount. These checks were not included in the wages reports on the AG-385. The police and fire make percentage and fixed contributions to the pension fund. It was noted during our testing that several employees were not making the fixed contribution (\$1/month for policemen and \$5/month for firemen) as noted in the collective bargaining agreement.

Recommendation

The pension office, payroll, and human resources must work together to ensure that new employees entering a position are having the proper withholdings taken each pay in accordance with the collective bargaining agreements. We also recommend that any instance in which payroll deviates from the normal pay (issuing checks for longevity) the pension office is notified to make any adjustments deemed necessary for reporting purposes. Additionally, we recommend a member of management review the completed AG-385 with the supporting documentation for unusual items and accuracy.

Benefit

The City will be more capable of substantiating the AG-385 during state audits if appropriate supporting documentation is maintained. In addition, there is less likely to be excess funds received from the state.

Management Response

See corrective action plan included in this report package.

11-4 PENSION COMPLIANCE

Criteria

The City has made significant changes to the pension plans over the past several years. It is imperative that these changes are made in accordance with state code for third class cities.

Condition/Cause

Numerous benefits have been granted to union employees that were not within the parameters of the established codes.

Effect

The City has granted benefits that are out of compliance with state code for third class cities. As a result, the pension subsidy from the state covers a smaller portion of the pension obligation since it will not factor the excess benefits into its calculation. This ultimately results in higher costs to the City.

CITY OF READING
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED
December 31, 2011

11-4 PENSION COMPLIANCE - CONTINUED

Recommendation

State code for third class cities should be evaluated during negotiations to ensure pension compliance prior to settlement of all union contracts. The City should also monitor requirements for remitting funding obligations to each fund.

Benefit

The City will be in compliance with governing documents related to pension.

Management Response

See corrective action plan included in this report package.

11-5 ACCOUNT RECONCILIATIONS/MATERIAL ADJUSTMENTS POSTED AS A RESULT OF THE AUDIT

Criteria

Statement of Auditing Standards (SAS) No. 115 indicates that the "Identification by the audit or of a material misstatement of the financial statements under audit in circumstances that indicate that the misstatement would not have been detected by the entity's internal control" should be regarded as a material weakness in internal controls.

Condition/Cause

Material audit adjustments were proposed during the audit, and recorded to properly reflect material accounts on the financial statement. Many of the material adjustments were related to material balance sheet accounts in the proprietary funds related to accounts receivable and community development funds related to grants receivable.

Effect

As a result of the reconciliations and other monitoring activities not being performed, the financial statements were materially misstated at year-end.

Recommendation

The accounting department should review its policies and procedures for key transaction classes to ensure that the appropriate individual is assigned the proper task. We also recommend that a further understanding of the reports needed and the analysis of said reports be obtained by the appropriate personnel in order to identify possible under/overstatements in material accounts and investigate the possible cause. It is strongly recommended that these material accounts are reconciled monthly to the general ledger timely and analyzed for potential misstatements that may exist.

CITY OF READING
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

11-5 ACCOUNT RECONCILIATIONS/MATERIAL ADJUSTMENTS POSTED AS A RESULT OF THE AUDIT - CONTINUED

Benefit

Management and council are able to have confidence in the support they are using during the decision-making process. Management will also be able to identify areas of deviation from budget and other trends which may allow a more pro-active approach then reactive at the time of audit.

Management Response

See corrective action plan included in this report package.

11-6 REAL ESTATE TAX REVENUE

Criteria

The City of Reading levies a real estate tax on its residents on an annual basis to provide services to those residents.

Condition/Cause

Commencing in the 2011 fiscal year, the City outsourced its real estate tax collection to the County of Berks. At a minimum monthly, but normally more often than that, the County sends an e-mail to the accounting and treasury manager indicating the payment being made to the City for the taxes collected during that period. During our procedures we noted that no reconciliation of the taxes levied to the taxes collected was being performed to monitor the collection activity.

Effect

At fiscal year-end, the City lacked documentation for the assessed taxes (including interim and splits), collected taxes and outstanding taxes. Real estate taxes are a material revenue source for the City and should be monitored for completeness.

Recommendation

We recommend that the City request the monthly tax collector reports required to be filed by the collector to the government agency by DCED. A member of the accounting department should then reconcile the assessed taxes with the collections to monitor the outstanding balances.

Benefit

The City will have an ongoing reconciliation of the outstanding taxes as well as an accurate picture of the additions and subtractions from the tax duplicate.

Management Response

See corrective action plan.

CITY OF READING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

11-7 TIME CARD APPROVAL

Criteria

The City's internal control procedures for hourly employee payroll state that the employee, time keeper, and department head should sign off time cards to ensure accuracy and approval of the hours worked.

Condition/Cause

During our testing of payroll, we found several instances of unsigned and unapproved time cards. It was determined that the hours were properly allocated based on the time cards; however, a lack of supervisory approval was noted.

Effect

Lack of supervisory approval can allow errors in the time charged or allocated among divisions to pass undetected and lead to possible misappropriation of funds.

Recommendation

We recommend that all time cards at the City be signed by the employee, and approved by department head as stated in the City's payroll policy. With the implementation of the new payroll software, this is a good opportunity for new policies to be presented which strengthen the internal controls over the time card process.

Benefit

Proper hours worked would be paid and captured into the general ledger. This would also add another safeguard against possible misappropriation of expenses and clerical errors.

Management Response

See corrective action plan.

11-8 PURCHASING CARD PROCEDURES

Criteria

Proper segregation of duties should be maintained for key areas to ensure the proper review and approval of transactions is occurring.

Condition/Cause

During our procedures, we noted that the purchasing cards that are in possession of certain department directors were only being approved by the same director before payment. No monitoring review was being performed at the upper management level to ensure only allowable costs were being charged. Due to turnover in key management positions, this monitoring activity was not taking place for a good portion of the year.

Effect

Without the proper segregation of duties and independent approval, misappropriation of assets may occur without being detected.

CITY OF READING
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

11-8 PURCHASING CARD PROCEDURES - CONTINUED

Recommendation

The City has implemented a control process for the purchasing cards commencing in September 2011. We commend the City for making the appropriate change in policies and procedures and encourage enforcement of the new policy which includes a monthly review of transactions and mandates receipts for all purchases.

Benefit

By implementing a stronger internal control process over the purchasing card transactions, the City will be able to mitigate the opportunity for misappropriation to occur.

Management Response

See corrective action plan included in this report package.

11-9 BILLING - REVENUE/ACCOUNTS RECEIVABLE FOR WATER AND SEWER

Criteria

After proprietary billings take place, bill monitoring should occur monthly to support the amount outstanding and a determination made as to an allowance for uncollectible accounts.

Condition/Cause

Our audit procedures disclosed inadequate support of the accounts receivable balance for water and sewer operations as of the balance sheet date. The report that was generated by management did not appear to accurately reflect the outstanding balances at year-end. In addition, there was no evidence that anyone was monitoring or analyzing the report information throughout the year as evidenced by the unadjusted balances in the trial balance received.

Effect

Management is not able to provide sufficient, accurate support for the receivables outstanding at year-end, reconcile the report to the general ledger or accurately estimate the allowance for uncollectible accounts.

Recommendation

With the outsourcing of the sewer and water billing to a third party mid-way through 2012, it is important for the City to have accesses to certain reports such as monthly accounts receivable aging reports and monthly billing reports. These reports will allow the City to make the correct entries to the sewer fund for the receivables outstanding and properly adjust the allowance for doubtful accounts. The accounts receivable aging should be analyzed monthly for trends in aging or unusual items that could be an indicator of a bad meter reading or other problem.

CITY OF READING
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

11-9 BILLING - REVENUE/ACCOUNTS RECEIVABLE FOR WATER AND SEWER - CONTINUED

Benefit

The City will be able to make an accurate determination of uncollectible accounts as well as enhance collection efforts and improve cash flow. This process will also allow the City to notice significant variances from historical trends related to receivables and revenues.

Management Response

See corrective action plan included in this report package.

11-10 MICRO LOAN PROGRAM APPROVAL

Criteria

The community development office initiated a micro loan program in August 2010. The program allows for loans of \$1,000 to \$35,000 to small business owners in the City at a fixed rate of three percent for five to ten year terms. The loans can be used for equipment, working capital, renovations and repairs, marketing, and adding jobs.

Condition/Cause

In October 2010, a transfer from the E-Z Fred account of \$550,000 was made to a bank account in the name of a third party to fund this program. There is no signed contract for services that the third party is providing to the City nor was there any note of approval by city council of the creation of the program or the related transfer of funds.

Effect

Although a contract was obtained that noted monitoring procedures in place, the agreement was not signed by all parties, not approved by city council, and the money is not in control of the City.

Recommendation

We recommend that the City re-evaluate the policies in place for employees of the City to contract with a third party in the name of the City without council approval. We also recommend that a signed agreement be obtained regarding the program and the third party consultant.

Benefit

By having the proper policies in place, council will be aware of any contracts the City is obligated to in the future. We also believe that a signed agreement adds a level of assurance as to the procedures involved in the micro loan program.

Management Response

See corrective action plan included in this report package.

CITY OF READING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

11-11 MONITORING - STATE GRANTS

Criteria

Over the past year, there has been an increase in state grants received by the City and passed-through to other agencies within the City. The grants are being generated through the City and the Reading Redevelopment Authority, which is a component unit of the City. Each grant notes that the recipients are responsible for managing and monitoring each project's activity supported by the award. In addition, the agreement requires the monitoring of compliance by a subgrantee or subrecipient.

Condition/Cause

It was noted in our procedures that certain grant funds were received by the City and passed-through to the subrecipients without the proper documentation for expenses and other reports being received. In addition, the actual award and its related expenditures were not recorded on the City's general ledger. The City also is not maintaining an accurate listing of all state awards that have been applied for and the status of these awards.

Effect

The City is ultimately responsible for the proper reporting and usage of the grant monies received from the state. Any money that is spent on ineligible activities by the City or a subrecipient will need to be refunded to the state.

Recommendation

We recommend that the City re-evaluate its procedures for handling state grants to allow for proper documentation of the award and related expenditures. Procedures should include verifying allowability of costs, tracking the availability of funds for a project including the remaining balance available, tracking the matching expenses related to the agreements, and monitoring subrecipients. We also recommend that a listing of awards applied for and received be maintained to allow the City to monitor grant status. With the involvement of the Reading Redevelopment Authority, it is also important for open communication to take place between the City grants coordinator and the Authority.

Benefit

By implementing these policies, the City will be able to better safeguard its assets as well as monitor the activity of subrecipients and mitigate its exposure for unallowable activity.

Management Response

See corrective action plan included in this report package

CITY OF READING
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

11-12 PREPARATION OF SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)

Criteria

OMB Circular A-133, Section 310(b) requires the auditee to prepare a complete and accurate SEFA.

Condition/Cause

The City does not prepare a SEFA containing all required information. The City provided information related to the federal programs including agreements and other supporting documentation; however, the SEFA was prepared by the auditor. In addition, certain federal awards were not identified at all.

Effect

No schedule was maintained noting the awards received, expenses incurred, and receivables due at year-end. Third parties were contracted to provide oversight on passed-through grants, but oversight and monitoring by the City were missing. In addition, any department that receives a grant should work closely with the accounting department in order to ensure that proper recording of the award and draw down steps are followed. In addition, management should implement internal control procedures to minimize the time elapsing between receipt of grant funds and the related disbursements.

Recommendation

In order to be aware of all compliance requirements from the A-133 Compliance Supplement and prepare a complete and accurate SEFA, management should have an awareness of CFDA numbers and clusters.

Benefit

The City will be able to better identify all federal awards and related compliance requirements plus improve cash management practices.

Management Response

See corrective action plan included in this report package.

CITY OF READING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

December 31, 2011

Section III - Federal Award Findings and Questioned Costs

- 11-1 Modified Accrual/Full Accrual Finding is also a Federal Award Finding which relates to Community Development Block Grant 14.218 - Contracts BO8MC420013, BO9MC420013 and B10MC420013; CDBG-R 14.253 Contract B09MY420013; Home Investment Partnership Program 14.239 - Contracts M05MC420204, M06MC420204, M07MC420204, M08MC420204, and M09MC420204.
- 11-5 Account Reconciliations/Material Adjustments Posted as a Result of Audit is also a Federal Award Finding which relates to Community Development Block Grant 14.218 - Contracts BO8MC420013, BO9MC420013 and B10MC420013; CDBG-R 14.253 Contract B09MY420013; Home Investment Partnership Program 14.239 Contracts M05MC420204, M06MC420204, M07MC420204, M08MC420204, and M09MC420204.
- 11-8 Purchasing Card Procedures Finding is also a Federal Award Finding which relates to Community Development Block Grant 14.218 - Contracts BO8MC420013, BO9MC420013 and B10MC420013.
- 11-12 Preparation of Schedule of Expenditures of Federal Awards (SEFA) is also a Federal Award Finding which relates to Community Development Block Grant 14.218 - Contracts BO8MC420013, BO9MC420013 and B10MC420013; CDBG-R 14.253 Contract B09MY420013; Home Investment Partnership Program 14.239 - Contracts M05MC420204, M06MC420204, M07MC420204, M08MC420204, and M09MC420204; Neighborhood Stabilization Program 2 14.256.

11-13 GRANT RECEIPTS

Federal Program:

Community Development Block Grant 14.218 - Contracts BO9MC420013, B10MC420013 and B11MC420013; Community Development Block Grant - ARRA 14.253 Contract B09MY420013; Home Investment Partnership Program 14.239 Contracts M07MC420204, M08MC420204, M09MC420204, M10MC420204; Homeless Prevention and Rapid Re-Housing Program - ARRA Contract S09MY420006.

Criteria

The City receives funding from the Department of Housing and Urban Development (HUD) and uses a separate fund for tracking and reporting purposes. The IDIS system is used to communicate information to HUD as well as to draw down appropriate funds and report program income.

CITY OF READING

STATUS OF PRIOR YEAR FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

December 31, 2011

11-13 GRANT RECEIPTS - CONTINUED

10-1 Modified Accrual/Full Accrual Basis Of Accounting is also a Federal Award Finding which relates to Community Development Block Grant 14.218 - Contracts BO8MC420013, BO9MC420013 and B10MC420013: CDBG-R 14.253 Contract B09MY420013: Home Investment Partnership Program 14.239 - Contracts M05MC420204, M06MC420204, M07MC420204, M08MC420204, and M09MC420204.

Criteria

Reporting in accordance with generally accepted accounting principles requires financial information for governmental funds to be reported on the modified accrual basis of accounting and for proprietary funds to be reported on the full accrual basis of accounting.

Condition/Cause

The accounting department records accounts payable throughout the fiscal year, but accounts receivable are only reconciled at year-end. In addition, significant adjustments are posted at year-end to bring numerous other accounts into compliance with U.S. generally accepted accounting principles.

Effect

Revenues are not being recognized consistently with expenditures and material adjustments are necessary at year-end resulting in inconsistent reporting.

Recommendation

All accounts should be reconciled on a timely basis consistent with reporting as required by U.S. generally accepted accounting principles. Policies and procedures should be adopted setting up deadlines for reconciliation and review and oversight responsibilities.

Benefit

Matching revenues to expenditures and reconciling balance sheet accounts for all funds on a routine basis provides for more consistent reporting to provide a more accurate assessment of financial needs.

Management Response

In 2009, there was a turnover in staff within the community development department and finance department. During the summer of 2009, our IDIS system was updated and, there was a problem getting these individuals set up in the IDIS system, thus causing a two month delay in drawing down HUD funds. The policy and procedures put in place are following by the CD fiscal officer. The CD fiscal officer does bi-monthly reconciliations between the IDIS system and the City's general ledger. Without any further problems with the IDIS system and no changes in staff, we do not anticipate this to be a finding in the future.

Current Status of Corrective Action Plan

See corrective action plan included in this report package related to finding 11-1.